

**North Dakota State Board
For
Career and Technical Education**

**Application for Authorization to Operate a
Private Career School**

Enclosed are the required forms and supporting materials to apply for authorization to operate a **private career school** in the State of North Dakota. These include the North Dakota Century Code, Section 15-20.04; the State Board for Career and Technical Education's rules pertaining to postsecondary educational career schools and a checklist of required materials.

Fees:

Initial authorization to operate: **\$1000**

Renewal authorization to operate: **\$500**

Submit the completed application along with required supporting materials and fee payment to:

North Dakota State Board for Career and Technical Education
Private Postsecondary Educational Career Schools
State Capitol Building, 15th Floor
600 E Boulevard Avenue, Department 270
Bismarck, ND 58505-0610

Checklist of Required Documents – Career Schools

- _____ 1. **Application Fee:** Initial - \$1000 Renewal - \$500 Make checks payable to the North Dakota Department of Career and Technical Education.
- _____ 2. **Career School's Identification and Affidavit:** Complete, sign and submit the enclosed form, notarized as indicated.
- _____ 3. **Current Financial Statement:** Submit one copy of a current balance sheet, income statement, and adequate supporting documentation prepared on an accrual basis by an independent public accountant or a certified public accountant. New applicants should include a projected income statement for two years of operation.
- _____ 4. **Gross Income Statement:** See Appendix A.
- _____ 5. **Surety Bond:** Bond shall be in the enclosed format: use the Gross Income Statement to calculate the required amount. Renewal applicants, provide documentation of the continuing bond premium payment.
- _____ 6. **Advertising:** Provide copies of all media advertising, promotional literature, brochures or a video of all promotional materials currently used or expected to be used over the next year. (See Section 700, Publicity and Advertising, NDCTE Board Policies.)
- _____ 7. **Catalogs:** Submit one copy of the career school's catalog. Catalogs must meet the standards specified in items 1-7 of the administrative rules. (Note: Item 7, Refund Policy, may be provided to North Dakota students separately, if not printed in the catalog.)
- _____ 8. **Accreditation: Career schools granting associate of applied science degrees, diplomas or certificates, submit evidence of accreditation by an organization recognized by the United States Department of Education.**

Applicants Seeking Initial Provisional Authorization: Provide the name of the accrediting agency from which the school will seek accreditation, documentation of intent to undergo accreditation procedures, and a timetable for completion of accreditation which is reasonable and in accordance with the selected agency's procedures.

Applicants Seeking Renewal Of Provisional Authorization: Provide the name of the selected accrediting agency, the primary contact person, email and street address, telephone number, a list of items accomplished towards accreditation and dates accomplished, timeline specifying month and year of accreditation benchmarks, including estimated date of site visit and target date for achieving accreditation.

- _____ 9. **Enrollment Agreement:** Enclose a copy of the student enrollment contract or agreement.
- _____ 10. **Costs:** Provide a detailed description of costs to be incurred by potential students and acceptable methods of payment.

- _____ 11. **Administrative and Instructional Personnel:** List the names of administrative and instructional personnel and their qualifications, including degrees earned, teaching experience and occupational experience. (See Section 500, Administrative and Instruction Staff, NDCTE Board Policies.)
- _____ 12. **Programs:** Provide a list of the specific programs offered. (See administrative rules: curriculum requirements.) For each curriculum, list the following:
- a) Entrance requirements
 - b) Course objectives
 - c) Subjects or units in the course
 - d) Career objectives associated with completion of the course
 - e) Length of the program in quarter or semester credits or in clock hours (See administrative rules)
- Note: New programs require Board approval; request form from the State Board for Career and Technical Education.
- _____ 13. **Enrollment:** For each program of instruction offered, provide the current enrollment, the maximum enrollment, and the names of current students who are residents of the state.
- _____ 14. **Facilities:** Provide a complete description of the career school's facilities located in North Dakota. Describe the career school's provisions for the health and safety of students, attaching copies of inspection reports required by state or federal law. Renewal applicants, enclose copies of inspection reports, as applicable.
- _____ 15. **Equipment:** Provide a complete list of any tools or equipment available for instruction. Provide a complete description of any equipment used for distance education delivery. Note type, quantity and age of equipment.
- _____ 16. **Educational Credential:** Provide a copy of the educational credential to be issued to successful graduates.
- _____ 17. **Placement:** Describe any placement services provided. Include a placement summary for last year's graduates, including graduation date, current employment status, employer and job title, if known.
- _____ 18. **Statement of Compliance-Refund Policy:** Return the signed Statement of Compliance: Refund Policy. Enclose a copy of this policy in the format it is provided to students by the career school, or note where it is contained in the catalog or enrollment agreement. (See NDCC 15-20.4-06, Refund of tuition fees.)

_____ 19. **Multiple Location Information:** If the career school operates more than one site in North Dakota, provide the following information:

1. The name, address and telephone number of any location not listed in #2, Career School's Identification and Affidavit.
2. The name, home address, and telephone number of the Administrative Director for any site not listed in #2, Career School's Identification and Affidavit.
3. Instructional staff and programs: include information as required in items 11 and 12, above, if staff and/or programs differ from information reported in items 11 and 12.
4. Include information on enrollment, facilities and equipment (see items 13-15) for any additional sites.

_____ 20. **Distance Education Requirements:** List the names of the programs intended for distance delivery, the modalities (equipment or means of delivering distance instruction) to be used for distance delivery, and the names and qualifications of those providing technical support for distance education students.

Date of Application_____

Career School's Identification and Affidavit

Career School Name:		
Address:		
City:	State:	Zip:
Telephone: ()		
Director's Name:		
Home Address:		
City:	State:	Zip:
Home Telephone: ()		

Career School Ownership Information

Complete the appropriate section according to ownership:

- ☐ Proprietorship, Complete Section A
- ☐ Partnership, Complete Section B
- ☐ Corporation, Complete Section C

Section A – Proprietorship (List name and home address of the proprietor)

Name of Proprietor:		
Home Address:		
City:	State:	Zip:

Section B - Partnership (List names, titles and home addresses of all partners in the partnership. Attach additional sheet if more space is needed.)

Name and Title:		
Home Address:		
City:	State:	Zip:
Name and Title:		
Home Address:		
City:	State:	Zip:
Name and Title:		
Home Address:		
City:	State:	Zip:

Section C – Corporation (List name and title of the corporate officers with their respective home addresses. Attach additional sheet if more space is needed.)

Name and Title:		
Home Address:		
City:	State:	Zip:
Name and Title:		
Home Address:		
City:	State:	Zip:
Name and Title:		
Home Address:		
City:	State:	Zip:

AFFIDAVIT

If the applicant career school is owned by an individual, this affidavit is to be made by that individual; if owned by a partnership, by the managing partner; if owned by a corporation, by an authorized officer.

State of: _____

County of: _____

_____, being duly sworn deposes and says that
Name (print or type)

(s)he is the _____ of _____.
Title of Position Held Name of Career School

Respecting which the foregoing application for license is made; that (s)he has read the foregoing application; and that the statements therein made are true to the best of his/her knowledge, information and belief.

Signature

Subscribed and sworn to this _____ day of _____, 20_____.

(SEAL)

Notary Public

County

Attachments

Private postsecondary career schools operating in North Dakota, attach a copy of a current certificate of registration from the North Dakota Secretary of State. Initial applications; provide a copy of the organization's article of incorporation.

STATEMENT OF COMPLIANCE

**REFUND POLICY: NORTH DAKOTA
CENTURY CODE
15-20.4-06**

THIS is to certify that _____
(name of career school)

located at _____
(street address)

(city) (state) (zip)

**hereby declares that it will comply with the Refund
Policy established by the state of North Dakota, as set
forth in Chapter 15-20.4-06 (Refund of Tuition Fees).**

Administrator signature

Title

Date

Appendix A

GROSS INCOME STATEMENT

The amount of the surety bond shall equal at least ten percent of the preceding year's gross income from North Dakota student tuition, fees, and other required career school charges, except that no career school may submit a bond in an amount less than \$10,000, regardless of income. A career school may provide a bond in a greater amount than ten percent of its gross income at its own discretion. A career school whose gross income from students enrolled in North Dakota exceeds \$1,500,000 must submit a bond in the amount of at least \$150,000.

A career school, in each annual application for authorization to operate, must compute the amount of the surety bond and verify that the amount of the surety bond complies with this rule.

Please identify the 12 month period used to determine the career school's gross income:

_____/_____/_____ to _____/_____/_____
month day year month day year

Please provide the school's gross income for the past year from the following sources:

1. Tuition from students enrolled in North Dakota: _____
2. Fees, including lab, computer rental, etc. from students enrolled in North Dakota: _____
3. Other required charges received from students enrolled in North Dakota: _____
4. Total Gross Income from students enrolled in North Dakota: _____
5. Ten percent of Gross Income from students enrolled in North Dakota: _____

Applicants must bond at a minimum of \$10,000 regardless of the result of the final calculation, above. Applicants seeking an initial, provisional authorization to operate must provide a bond of at least \$10,000.